# Corel Draw 10 Learning e-Book

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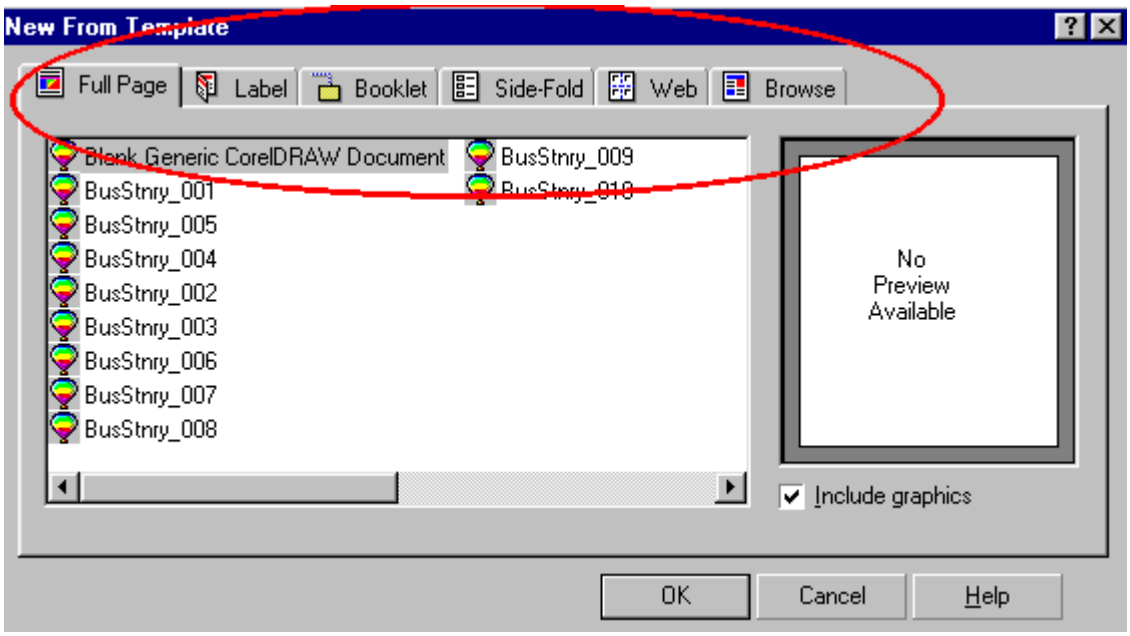
# Using Corel Draw File

# How to Start and Open a Drawing

**To Start and Open a Drawing**

Welcome to use Corel Draw 10 Step-By-Step Learning Program.

At the beginning, you can start a new Corel Draw 10 drawing in a blank page. A blank page allows you to specify every aspect of a drawing in the Corel Draw 10 software.



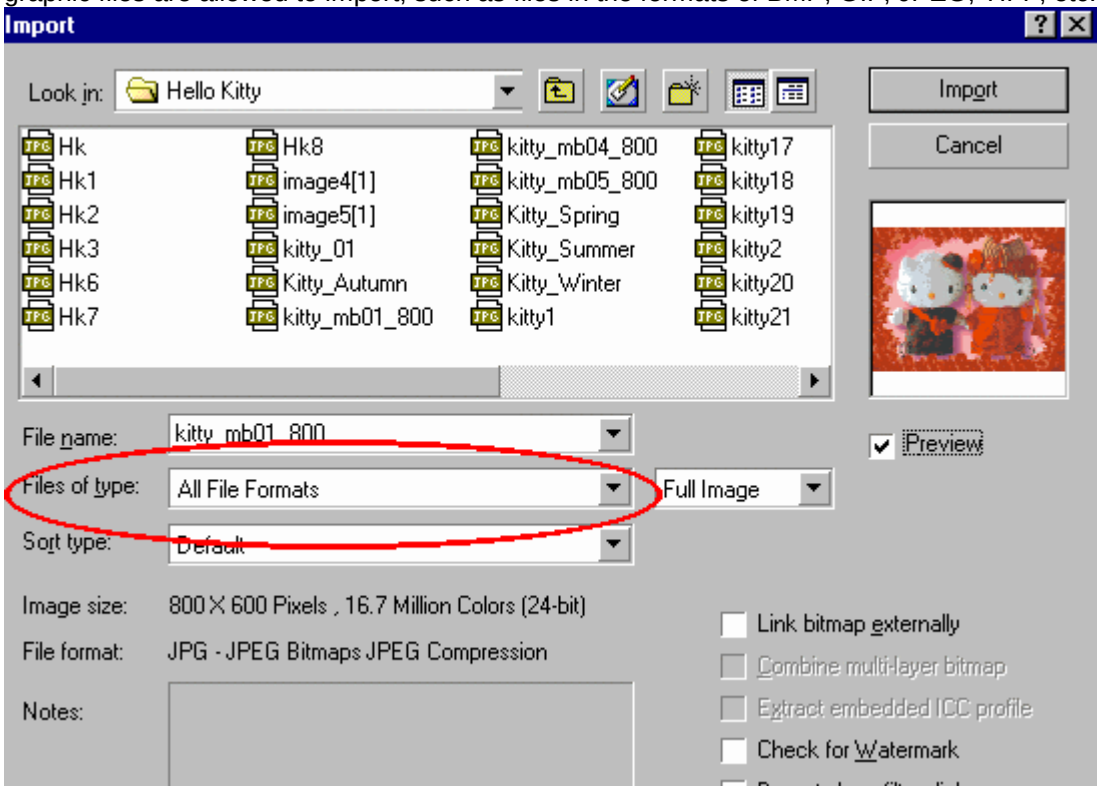

The available templates included the following categories:

- Full page
- Label
- Booklet
- Side-fold
- Web
- Browse

# How to Import a File

**To Import a File**

Below is the Import utility of Corel Draw. Select a File Name and File Type to import file. Most graphic files are allowed to import, such as files in the formats of BMP, GIF, JPEG, TIFF, etc.

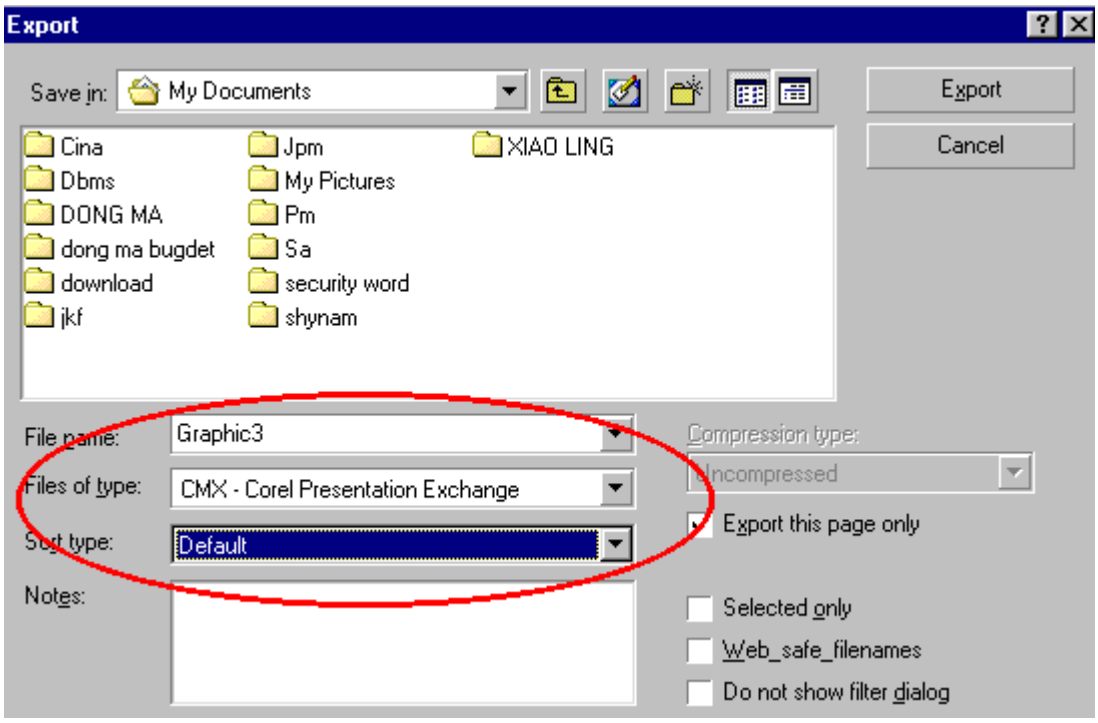



You are allowed to import files that have been created in other graphics applications.

# How to Export a File

**To Export a File**

Below is the Export utility of Corel Draw. Select a File Name and File Type to export your Corel Draw file for usage in other graphics applications. You can export your files to the formats of CMX, BMP, GIF, JPEG, TIFF, etc.




You can export a file to a selected file format, such as CMX, JPG, GIF…. In addition, you can also export a file by saving the opened file under a different file name.

# How to Edit Merge Fields to Print

**To Edit Merge Fields to Print**

Step 1

- First of all, you have to click on the ***File*** tab from the menu bar and select ***Print Merge,*** followed by ***Edit Merge Fields***.

Step 2

- Follow the instructions in the Print Merge Wizard to edit Merge Fields.

# How to Perform a Merge to Print

**To Perform a Merge to Print**

Step 1

- At the beginning, you will need to select the ***File*** tab from the menu bar and choose ***Print Merge***. After that click ***Perform Merge***.

Step 2

- Then specify the printer settings in your computer.

Step 3

- Finally, click on the ***Print*** button.

# How to Create Merge Fields

**To Create Merge Fields**

Step 1

- You have to click on the ***File*** tab from the menu bar and choose ***Print Merge*** followed by ***Create Merge Fields***.

Step 2

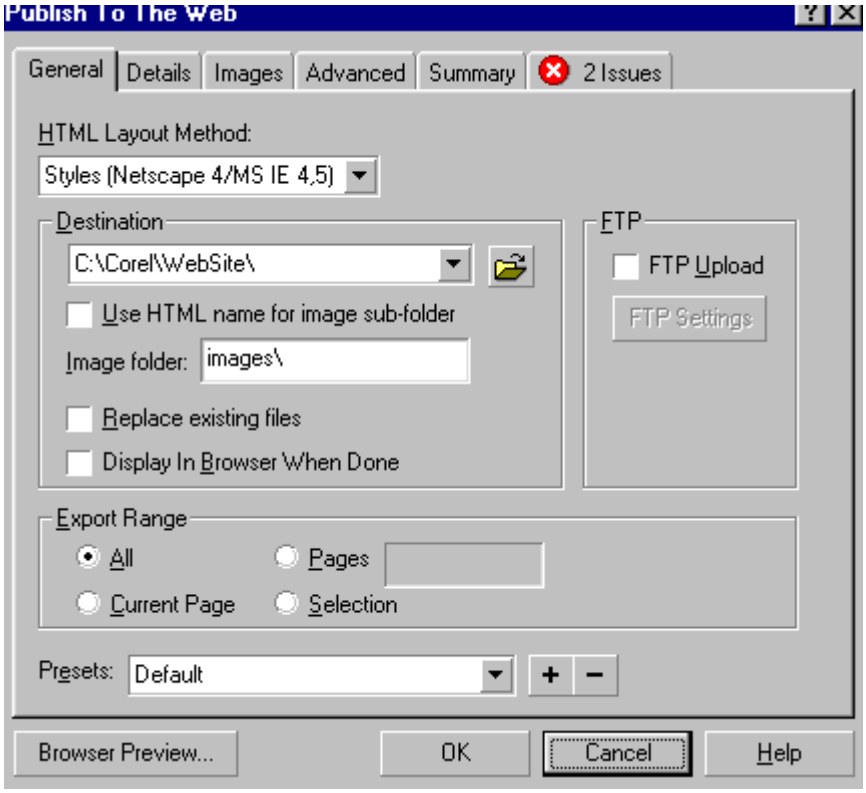
- After that follow the instructions in the Print Merge Wizard to create Merge Fields.

# How to Publish in the Web

**To Publish in the Web**

To publish the Corel Draw files and objects to HTML, you can set the document elements to be Web-compatible.

Select the settings that you want, and check the pre-flight issues.



# How to Save a Document as a PDF file

**To Save a Document as a PDF file**

Step 1

- At the beginning, you will need to select the ***File*** tab from the menu bar and select ***Publish to PDF*** a shown as the picture above.

Step 2

- Choose one selection from the PDF style list box.

Step 3

- After that click the drive and folder where you want to save the PDF file to.

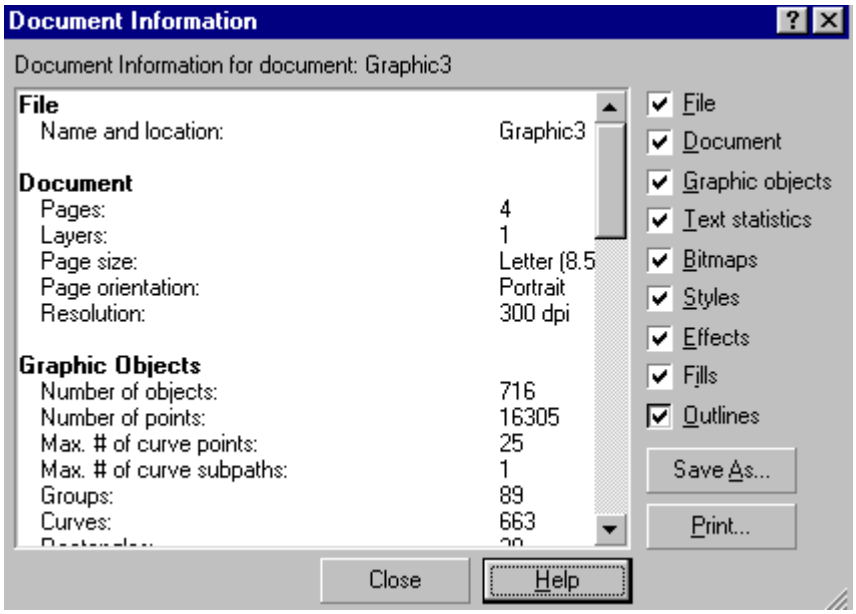
Step 4

- Finally, type a filename for this file.

# How to Access to the Drawing Information

**To Access to the Drawing Information**

You can access to the drawing information, such as File name and location, Number of pages, layers, page size in a drawing, resolution, number of objects, number of points… etc as shown as the image above.
You will be able to save or print the Drawing Information.
Click on 'Close' button if you want to close the Information window.



# Working Corel Draw Pages

# How to Duplicate an Object

**To Duplicate an Object**

Step 1

- First of all, you have to select an object that you want to duplicate or make a second copy.

Step 2

- Click **Edit** tab from the menu bar and choose ***Duplicate*** a shown as the picture above.

Step 3

- This will duplicate the selected object in the drawing.

# How to Clone an Object

**To Clone an Object**

You can create a copy of an object that is linked to the original object.
All changes to the original object will be reflected automatically in the clone.

Step 1

- At the beginning, you have to select an object that you want to clone.

Step 2

- Then select ***Edit*** tab from the menu bar and choose ***Duplicate***.

# How to Insert an Embedded Object

**To Insert an Embedded Object**

Step 1

- Click on the ***Edit*** tab from the menu bar and choose ***Insert Internet Object*** followed by ***Embedded file***.

Step 2

- You have to enable the Create option from the File option.

Step 3

- Then click on the ***Browse*** button.

Step 4

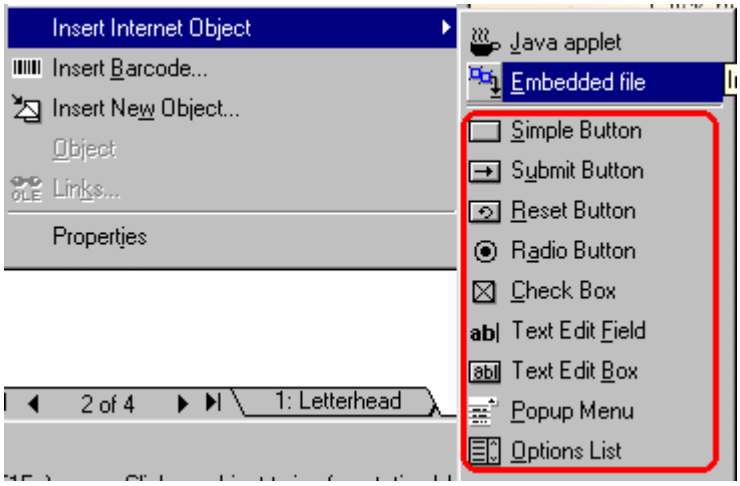
- Type in a filename.

Step 5

- Then, click ***Insert*** button to insert the object.

# How to Create Web-enabled Objects

**To Create Web-enabled Objects**




You can create web-enabled objects for viewing optima in browsers, such as:

**Simple Button**
**Submit Button**
**Reset Button**
**Radio Button**
**Check Box**
**Text Edit Field**
**Text Edit Box**
**Popup Menu**
**Options List**

However, you can also convert text to a Web compatible format so that it can be edited in a browser.

# How to Create Bar Codes

**To Create Bar Codes**

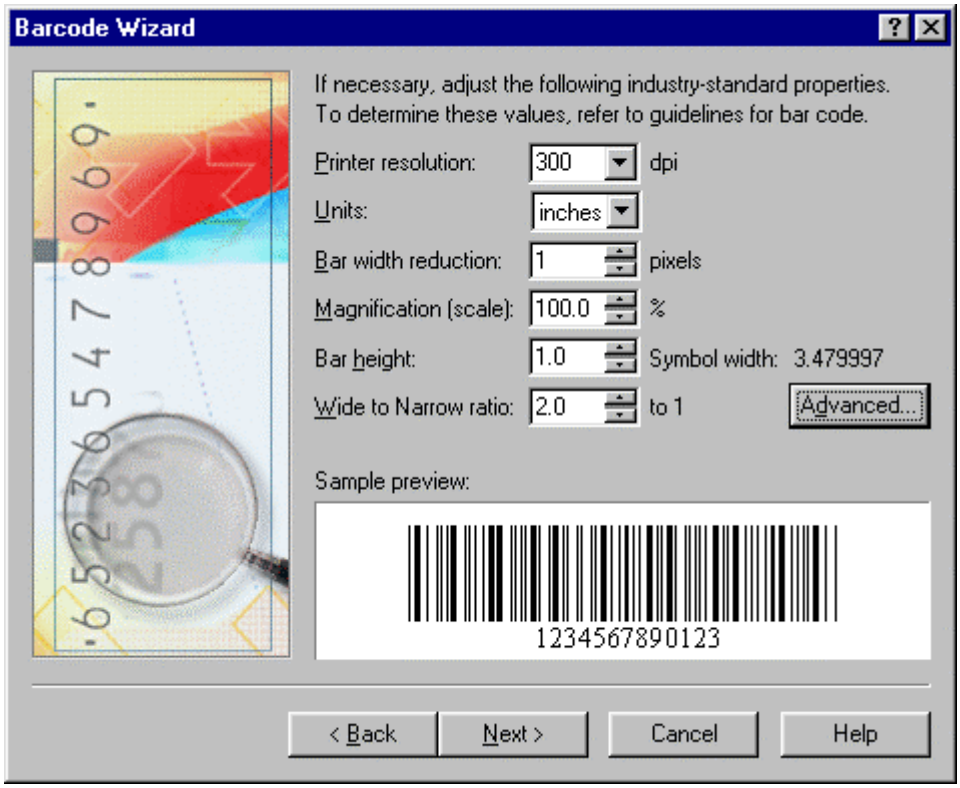
You can create a bar codes by using the Barcode Wizard Encodes as shown as the image below.

Step 1

- Click on the ***Edit*** tab from the menu bar and choose ***Insert Bar Code***.
- After that choose a bar code format from the standard formats list box.

Step 2.

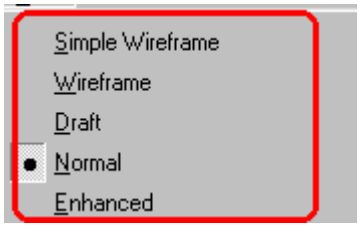
- Type in the characters that you want to encode in the text box and click ***Next***.



# How to View in Different Modes

**To View in Different Modes**

You will need to select the ***View*** tab and click one of the following modes:

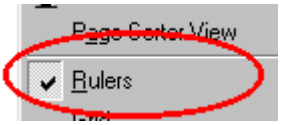



Simple wire-frame displays an outline of the drawing by hiding fills, extrusions, contours, drop shadows, and intermediate blend shapes.
'Normal' displays a drawing that contains high-resolution bitmapped images.

# How to Work with Rulers

**To Work with Rulers**

The rulers let you measure the size and position of the objects in your drawing.




Check on the ‘Rulers’ to display the size and position of the object for a precise drawing.

# How to Work with Grid

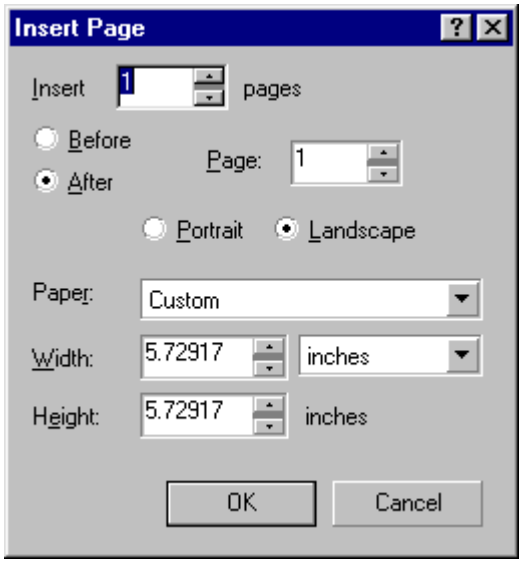
**To Work with Grid**

You have to click on the ***View*** tab from the menu bar and select ***Grid*** as shown in the image below.

The grid is a series of intersecting dashed lines or dots, which you can use to precisely align and position objects in the drawing window.

# How to Add a Page

**To Add a Page**




Step 1

- At the beginning, you have to click on the ***Layout*** tab from the menu bar and choose ***Insert page***.

Step 2

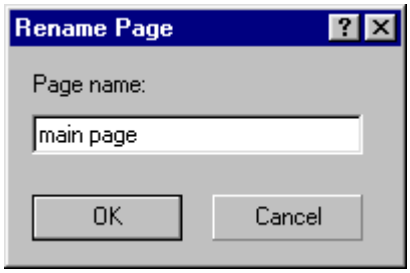
- Key in the number of pages that you want to insert as shown as the image above.

Step 3

- This will add new page(s) to the current drawing.

# How to Rename a Page

**To Rename a Page**




Step 1

- You will need to select the ***Layout*** tab from the menu bar and select ***Rename page***.

Step 2

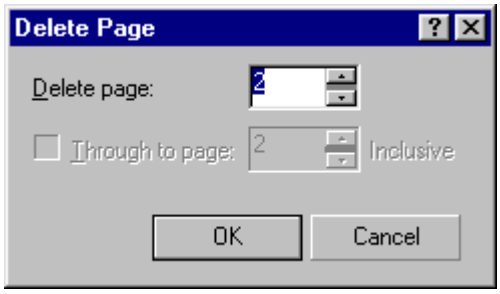
- Type in the name of the page that you want to give.

Step 3

- This will rename the page in the current drawing.

# How to Delete a Page

**To Delete a Page**




Step 1

- First of all, you have to click on the ***Layout*** tab from the menu bar and select ***Delete Page***.

Step 2

- Then, type the number of the page that you want to delete.

Step 3

- This will delete the selected page from the current drawing.

# How to Re-arrange the Order of Pages

**To Re-arrange the Order of Pages**

Step 1

- Click on the ***View*** tab from the menu bar and choose ***Page Sorter View***.

Step 2

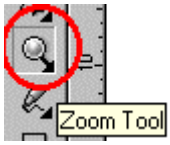
- After that click and drag a page to its new location.

Step 3

- This will re-arrange the pages in order inside the current drawing.

# How to Zoom in and out of a Drawing

**To Zoom in and out of a Drawing**




Step 1

- You can work with this zooming option by opening the Zoom fly-out, or click the Zoom tool.

Step 2

- You can zoom in (look nearer) the drawing by double-clicking on the drawing.

Step 3

- Right click on the mouse button to zoom out (look farther away) from the drawing.

# How to Pane in the Drawing Window

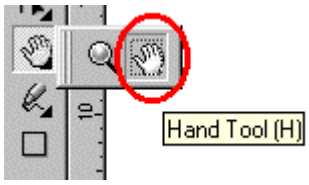
**To Pane in the Drawing Window**

Step 1

- At the beginning, you have to click on the ***Hand*** tool at the zoom fly-out.

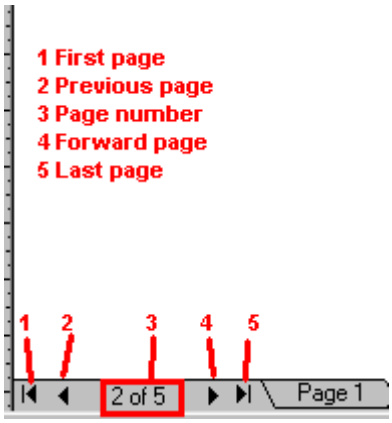
Step 2

- Drag in the drawing window until the location you want the area to be displayed.



# How to Go to a Specific Page in the Drawing

**To Go to a Specific Page in the Drawing**




You can go to a specific page in the drawing by clicking on one of the following buttons:

1. **First page** - moves to the first page
2. **Back one** - moves back one page
3. **Page number** - display the current page number of total pages
4. **Forward one** - moves forward one page
5. **Last page** - moves to the last page

# How to Preview the Selected Objects

**To Preview the Selected Objects**

Step 1

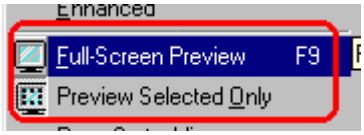
- First of all, you have to click on the objects that you want to preview.

Step 2

- Then, click on the ***View*** tab from the menu bar and choose ***Preview Selected Only***.

Step 3

- Then click on the ***View*** tab from the menu bar and choose ***Full-Screen Preview*** as shown as the image below.



# How to Specify the Preview Mode

**To Specify the Preview Mode**

Step 1

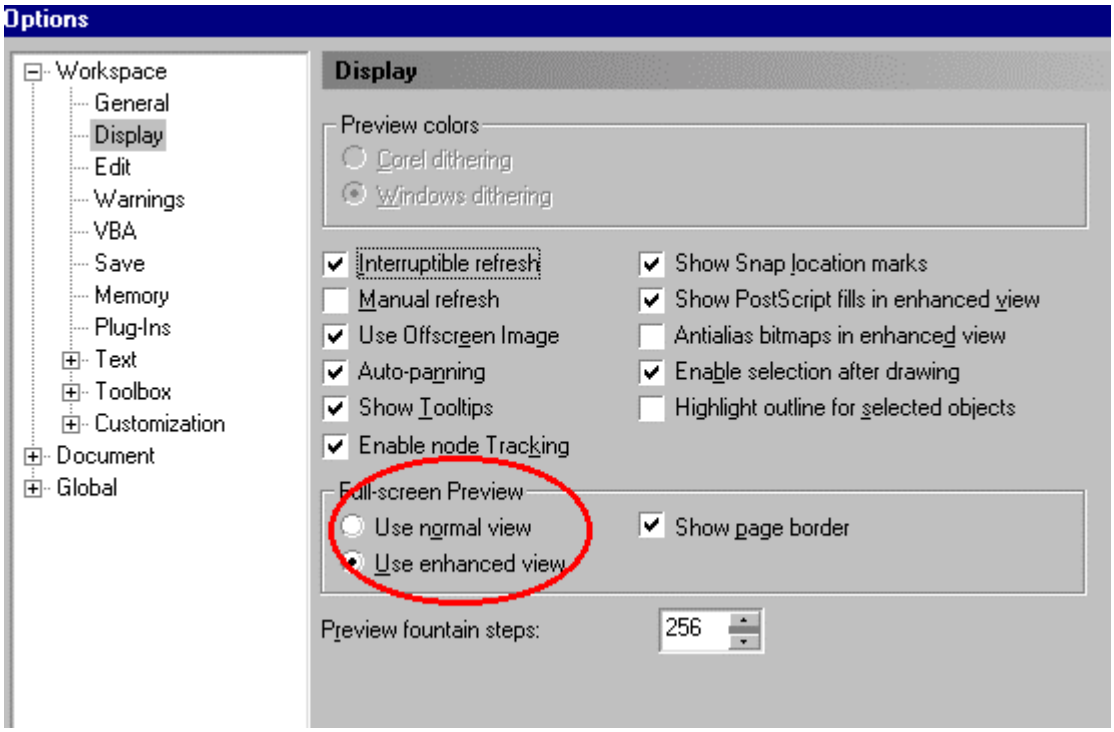
- At the beginning, you have to click on the ***Tools*** tab from the menu bar and choose ***Options***.

Step 2

- After that double-click on the Workspace and Display.

Step 3

- Finally, you have to enable the normal view or enhanced view.



# How to View the Facing Pages

**To View the Facing Pages**

Step 1

- First, you will need to select the ***Layout*** menu followed by ***Page Setup*** in the menu.

Step 2

- Then, click ***Layout*** in the list of categories.

Step 3

- Choose Left side-starts the document on a left-facing page, or Right side-starts the document on a right-facing page

# Working With Various Shapes

# How to Draw a Calligraphic Line

**To Draw a Calligraphic Line**

Step 1

- You have to click on the ***Artistic Media*** tool at the Curve fly-out.

Step 2

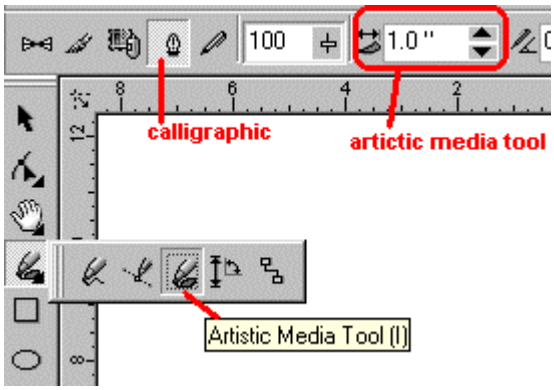
- Then, click the ***Calligraphic*** button on the property bar.

Step 3

- Type in the values in the Calligraphic angle box.

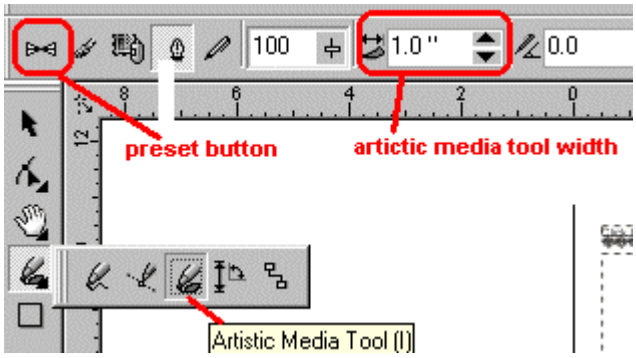
Step 4

- Drag until the line to the shape that you satisfied.



# How to Draw a Preset Line

**To Draw a Preset Line**




Step 1

- At the beginning, you have to click on the Artistic Media tool at the Curve fly-out.

Step 2

- Then, click on the ***Preset*** button on the property bar.

Step 3

- Choose a preset line shape from the ***Preset stroke list*** list box.

Step 4

- Drag the line to the shape that you want.

# How to Draw a Pressure-Sensitive Line

**To Draw a Pressure-Sensitive Line**

Step 1

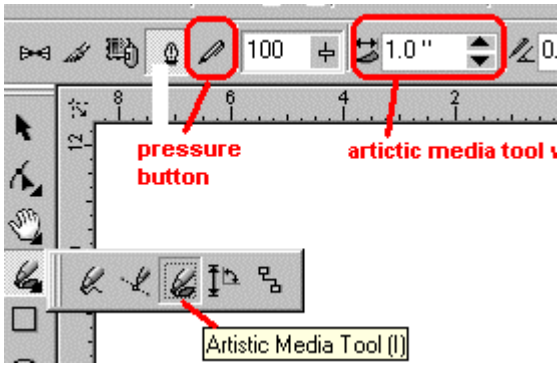
- At the beginning, you will need to select the ***Artistic Media*** Tool again at the Curve fly-out.

Step 2

- Then, click ***Pressure*** button on the property bar.

Step 3

- After that drag until the line to the shape that you want.



# How to Draw a Straight Line

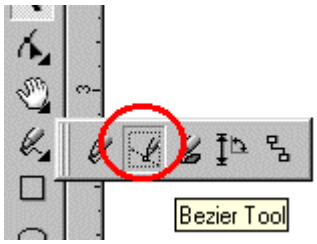
**To Draw a Straight Line**

- You have to click on the ***Freehand*** tool at the Curve fly-out and click the location where you want to start the line.
- Finally, click where you want to end it.

# How to Draw a Straight Bezier Lines

**To Draw a Straight Bezier Lines**

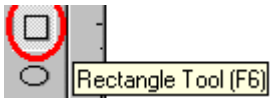
- Open the Curve fly-out, and click on the ***Bezier*** tool a shown as the picture below.
- Clicks where you want to start the line, and click where you want to change the direction, then press space bar to finish the line.



# How to Draw a Rectangle

**To Draw a Rectangle**

- To do so, click the ***Rectangle*** tool, and drag in the drawing window until it becomes the rectangle that you want.



# How to Round the Corners of a Rectangle

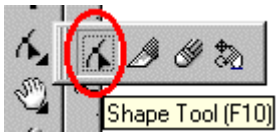
**To Round the Corners of a Rectangle**

Step 1

- You have to click on the ***Shape*** tool at the Shape fly-out a shown as the picture below.

Step 2

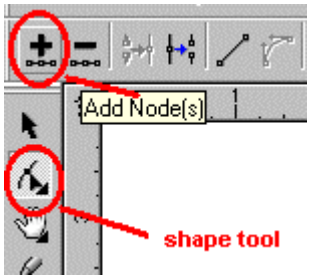
- Then, click a rectangle and drag a corner node along the outline of the shape.



# How to Draw an Arc

**To Draw an Arc**

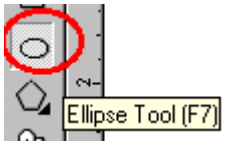
- First of all, you have to click on the ***Shape*** tool at the Shape fly-out.
- Click the node of the ellipse or circle, and drag outside the shape's perimeter.



# How to Draw an Ellipse

**To Draw an Ellipse**

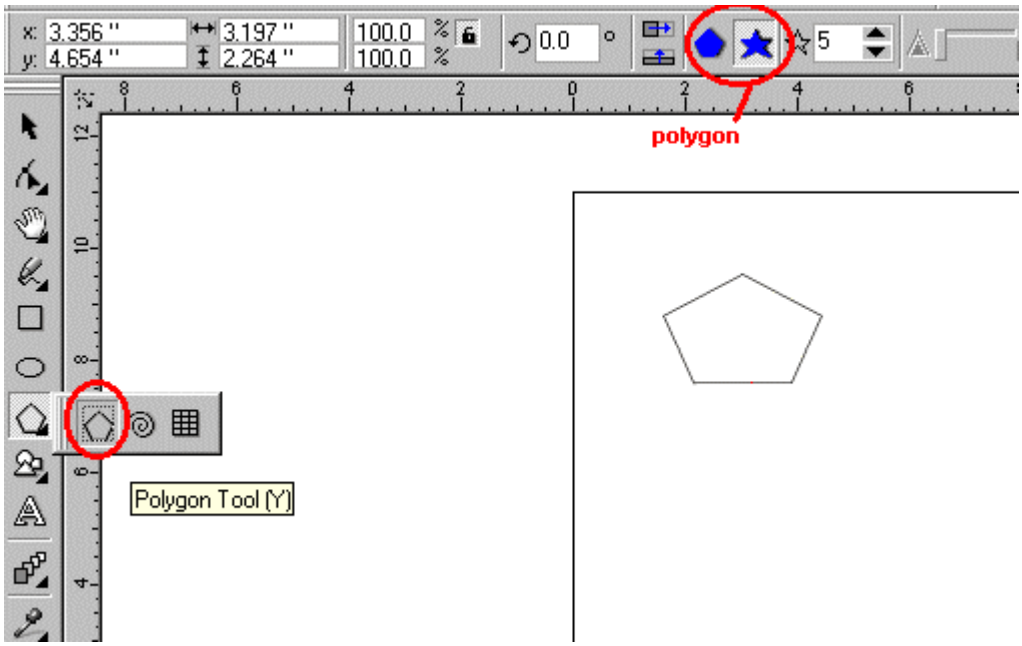
- First, you will need to select the ***Ellipse*** tool, and drag in the drawing window until the ellipse becomes to the shape that you want.



# How to Draw Polygon

**To Draw Polygon**

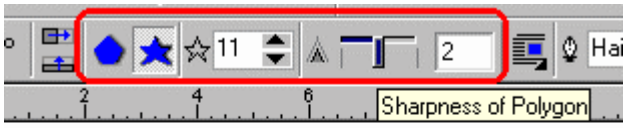
- Click the ***Polygon*** tool at the Object fly-out, and drag in the drawing window until the polygon become the size that you want. This is shown at the image below.

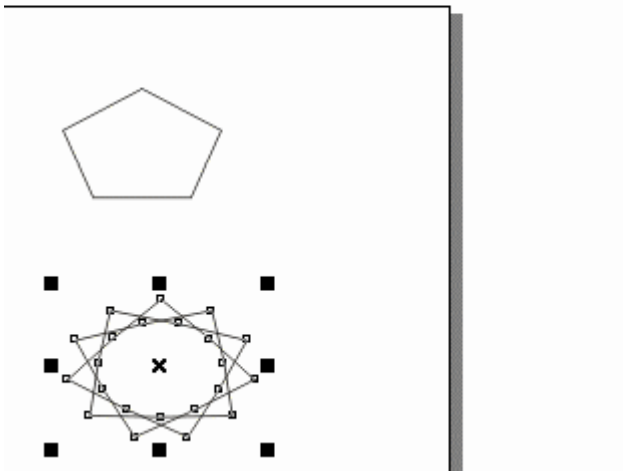


# How to Reshape a Polygon

**To Reshape a Polygon**

- To do so, you ought to change the number of sides of a polygon or number of points on a star.
- Select a polygon and type in a value in the Number of points on the field as shown below:



# How to Draw a Spiral

**To Draw a Spiral**

Step 1

- At the beginning, you have to click on the ***Spiral*** tool at the Object fly-out.

Step 2

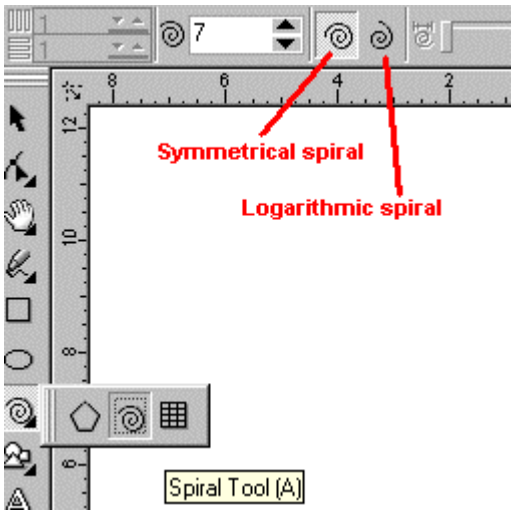
- Then, type in the values in the Spiral revolutions box on the property bar.

Step 3

- On the property bar, click ***Symmetrical Spiral*** or ***Logarithmic Spiral*** buttons.

Step 4

- Drag diagonally in the drawing window until the spiral becomes the required size.



# How to Draw a Grid

**To Draw a Grid**

Step 1

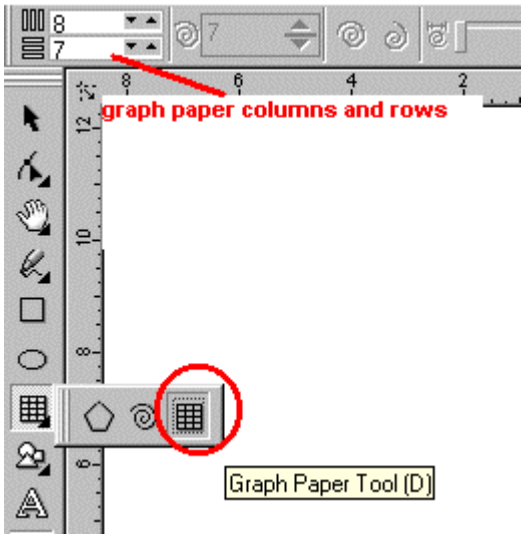
- To draw a Grid, click on the ***Graph Paper*** tool at the Object fly-out.

Step 2

- After that type in the values in the top and bottom portions of the graph paper columns and rows as shown as the image.

Step 3

- Then, position the cursor where you want the grid to appear and drag diagonally.



# How to Add Text to a Pre-defined Form

**To Add Text to a Pre-defined Form**

Step 1

- To add text, you have to click on the ***Text*** tool.

Step 2

- Then, position the cursor inside the shape's outline until it changes to a Text cursor box.

Step 3

- Finally, type the format of the font inside the shape.

# How to Change Pre-defined Shape by using its Glyphs

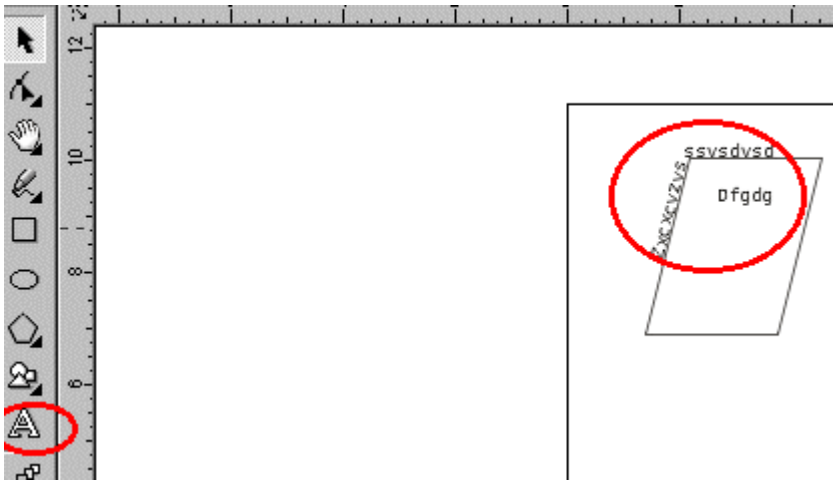
**To Change Pre-defined Shape by using its Glyphs**

Step 1

- To do so, you will need to select a shape with a glyph.

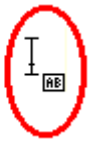
Step 2

- Then, drag the glyph until it becomes the form that you want.



# How to add Text to a Pre-defined Form

**To add Text to a Pre-defined Form**



Step 1

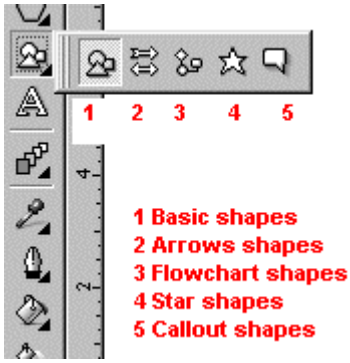
- You will need to select the ***Text*** tool and position the cursor inside the shape's outline until it changes to a Text cursor box a shown as the picture above.

Step 2

- Then, type and format the font inside the shape.

# How to draw a Pre-defined Shape

**To draw a Pre-defined Shape**




Step 1

- Open the Perfect shapes fly-out, and click one of the tools.

Step 2

- Then, click a shape at perfect shapes picker.

Step 3

- Drag in the drawing window until it becomes the shape and the size that you want.

# Working With Objects

# How to Deselect the Objects

**To Deselect the Objects**

- To deselect objects, you have to click on the ***Pick*** tool, and click to a blank space in the drawing window to deselect a single object.
- Hold down SHIFT and click the object by using the ***Pick*** tool to deselect a single object in multiple selected objects.

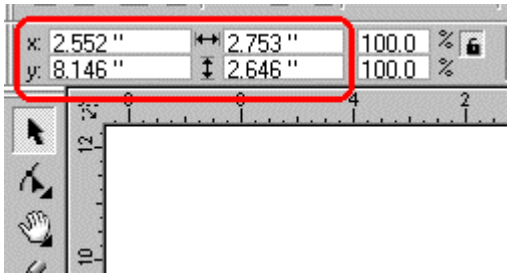
# How to select Multiple or an Object

**To select Multiple or an Object**

- Click an object with the ***Pick*** tool to select an object.
- Hold down SHIFT, and click each object that you want to select the multiple objects.

# How to Position an Object

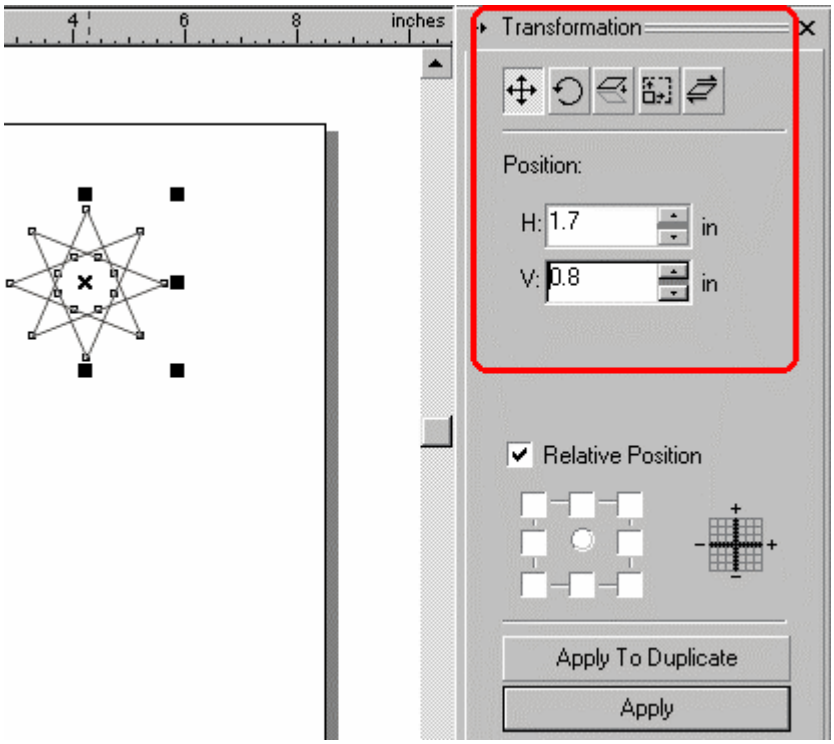
**To Position an Object**




Select an object and type a value in the x-axis and y-axis stacked boxes as shown at the picture above.

# How to Position an Object by using a Different Anchor Point

**To Position an Object by using a Different Anchor Point**




Step 1

- First of all, you have to click on an object and select ***Window*** followed by ***Dockers***.
- After that you ought to choose ***Transformations*** Then, select ***Positions***.

Step 2

- You have to disable the Relative position check box and type in the value for horizontal and vertical.

Step 3

- Finally, click on ***Apply***.

# How to Set the Nudge Distances

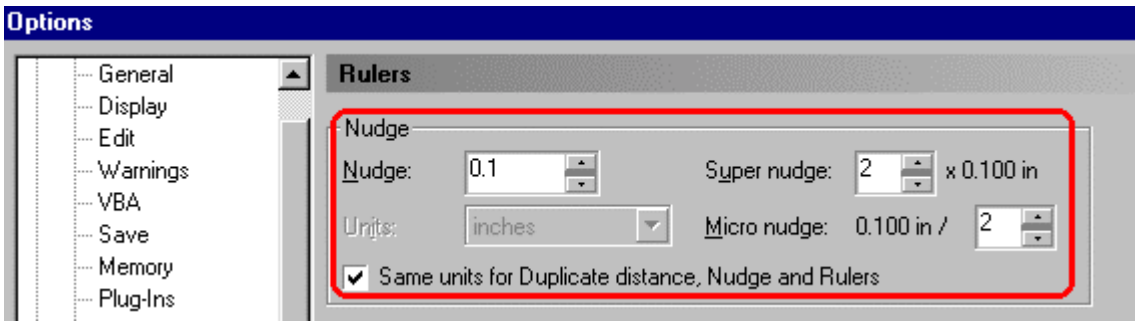
**To Set the Nudge Distances**

Step 1

- At the beginning, you have to click on the ***Tools*** tab from the menu bar and select ***Options***.

Step 2

- Double-click the Document and click ***Rulers***.
- Type in a value for Nudge, Super nudge or the Micro nudge a shown as the picture above.



# How to Scale an Object

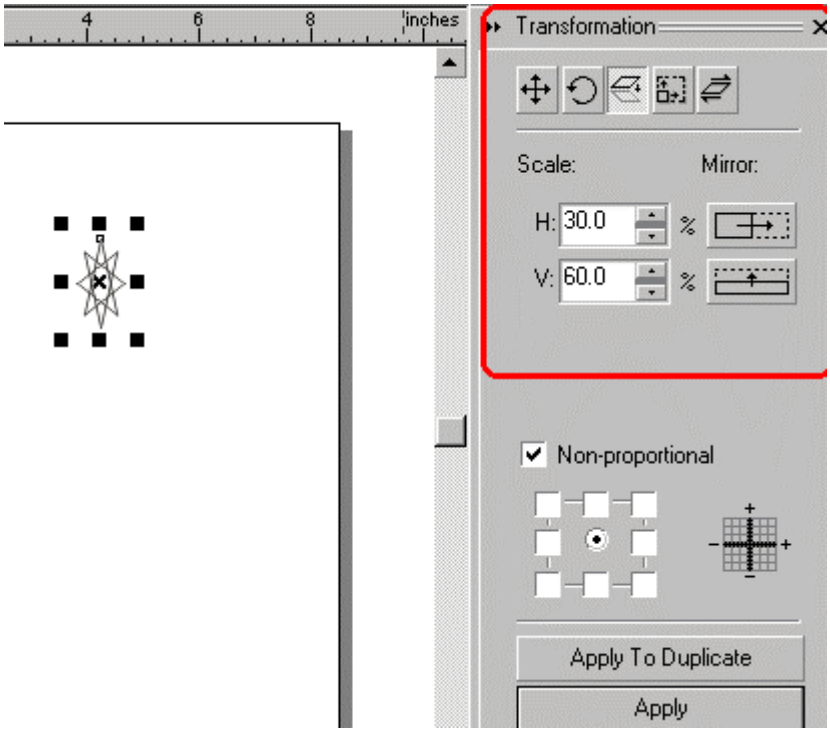
**To Scale an Object**

Step 1

- You have to select an object first and click the ***Window*** tab from the menu bar and select ***Dockers***.
- After that click ***Transformations*** followed by ***Scale***.

Step 2

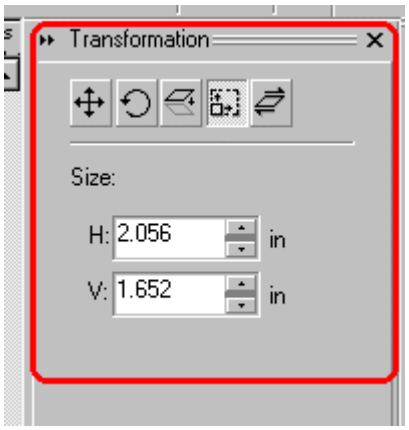
- Then type in the horizontal and vertical values.



# How to Control the Size of an Object

**To Control the Size of an Object**

You can drag any of the corner selection handles to size a selected object.



# How to Skew an Object

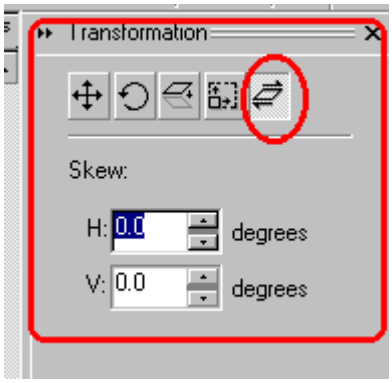
**To Skew an Object**

Step 1

- First of all, you have to click on an object.
- Then, select ***Window*** tab from the menu bar and select ***Dockers***.
- After that choose ***Transformations*** followed by ***Skew***.

Step2

- Type in the horizontal and vertical values.



# How to Stretch an Object

**To Stretch an Object**

Step 1

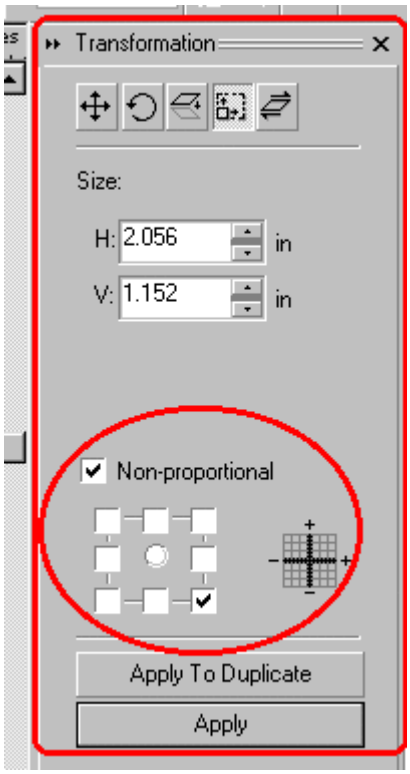
- You will need to select an object. Click on the ***Window*** tab from the menu bar and choose ***Dockers***. Then choose ***Transformations*** followed by ***Size***.

Step 2

- After that enable the non-proportional option if you want to change the object's anchor point.

Step 3

- Type a value in the width and height boxes as shown at the picture below.



# How to Mirror an Object

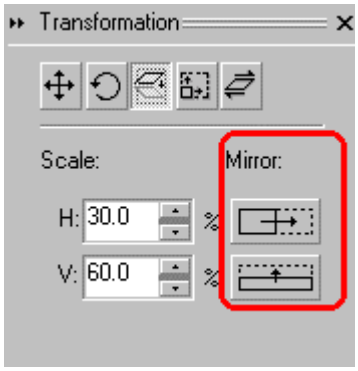
**To Mirror an Object**

Step 1

- At the beginning, you will need to select an object and click on the ***Window*** tab from the menu bar and choose ***Dockers***. After that choose ***Transformation*** followed by ***Scale***.

Step 2

- Click horizontal or vertical buttons to flip the object left to right or top to bottom.



# How to Rotate an Object

**To Rotate an Object**

Step 1

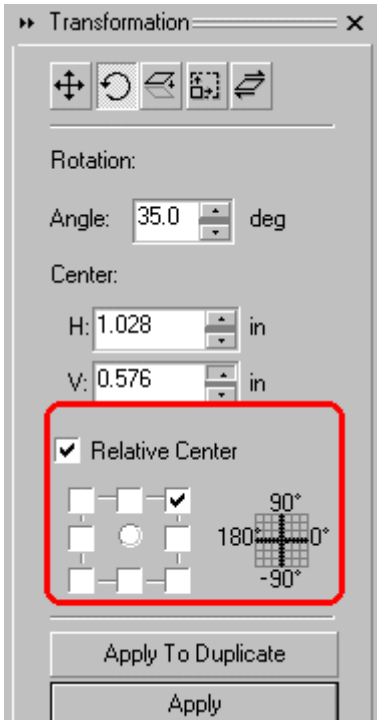
- To rotate an object, you have to select an object that you want to rotate. Click on the ***Window*** tab from the menu bar and choose ***Dockers*** followed by ***Transformations***. Then, click ***Rotate***.

Step 2

- After that type an Angle value in the box.

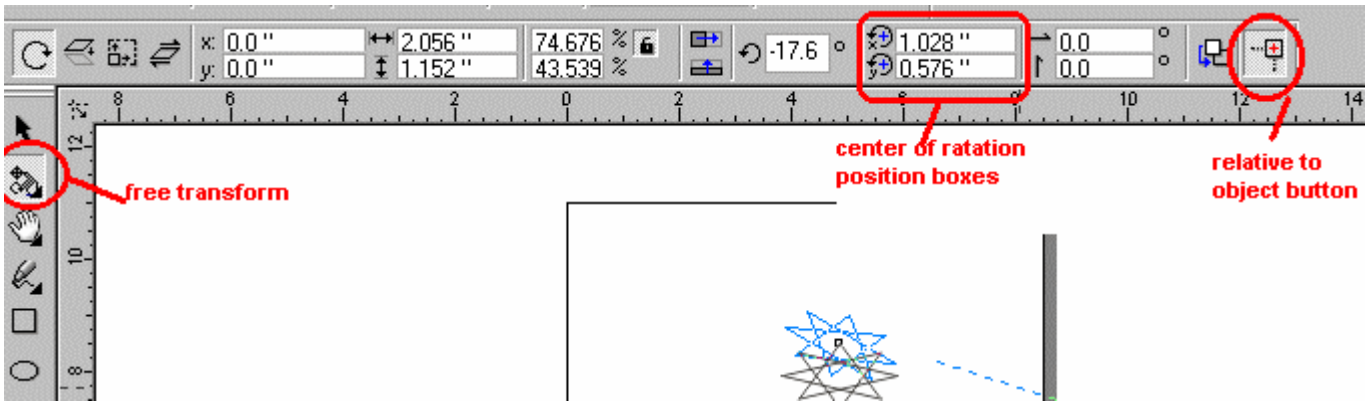
Step 3

- Type values in horizontal and vertical coordinates boxes to rotate the object.



# How to Rotate an Object around a Ruler Coordinate

**To Rotate an Object around a Ruler Coordinate**




Step 1

- First, you will need to select an object and click the ***Free Transform*** at ***Shape*** edit fly-out.

Step 2

- Type in the values in horizontal or vertical ruler or both.

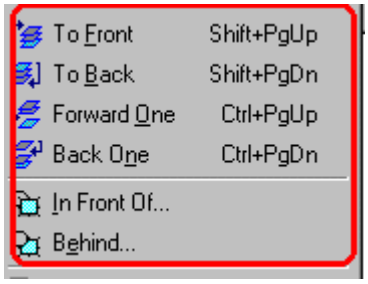
Step 3

- Now, type an Angle value to rotate the object.

# How to Change the Order of an Object

**To Change the Order of an Object**

You can change the stacking order of objects on a layer by sending objects to the front, back, behind or in front of other objects.




Step 1

- You will need to select an object.

Step 2

- Select ***Arrange*** tab from the menu bar and select ***Order***.
- Click on the order to arrange the object.

# How to Reverse the Order of Multiple Objects

**To Reverse the Order of Multiple Objects**

Step 1

- First of all, you have to click on the objects that you want to reverse.

Step 2

- After that click on the ***Arrange*** tab from the menu bar and select ***Order*** followed by ***Reverse Order*** as shown at the picture above.

# How to Group the Objects

**To Group the Objects**

Step 1

- First of all, you have to click on the objects that you want to group.

Step 2

- Then, click on the ***Arrange*** tab from the menu bar and choose ***Group***.

# How to Combine the Objects

**To Combine the Objects**

Step 1

- At the beginning, you have to click on the objects that you want to combine.

Step 2

- Then click ***Arrange*** tab from the menu bar and select ***Combine***.

# How to Ungroup the Objects

**To Ungroup the Objects**

Step 1

- To ungroup objects, you have to select the grouped object or all the grouped objects.

Step 2

- Then, click ***Arrange*** tab from the menu bar and choose ***Ungroup***.

# How to Align a Series of Objects

**To Align a Series of Objects**

Step 1

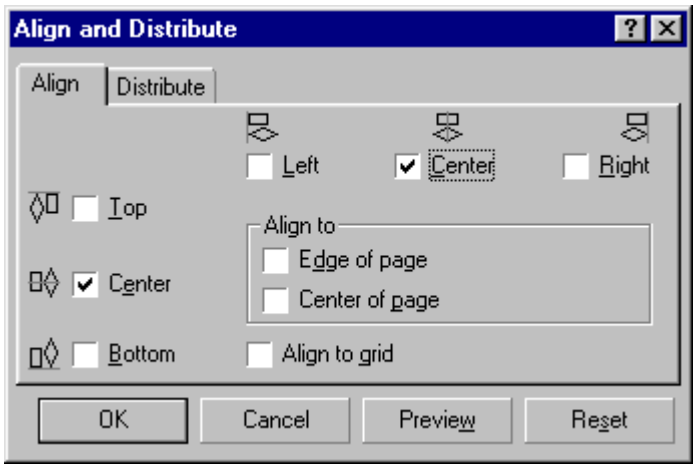
- First of all, you have to select the objects that you want to align.
- Then, click on the ***Arrange*** tab from the menu bar and choose ***Align and Distribute***.

Step 2

- After that, click the ***Align*** tab and enable the check boxes that correspond to the horizontal and vertical alignment as shown at the picture below.

Step 3

- Enable Edge of page or Center of page to align to grid at the align area.



# How to Snap Objects

**To Snap Objects**

Step 1

- At the beginning, you will need to select the objects that you want to snap.

Step 2

- After that, click the ***View*** menu and select ***Snap to Objects***.

# How to Revert to a Clone Master

**To Revert to a Clone Master**

Step 1

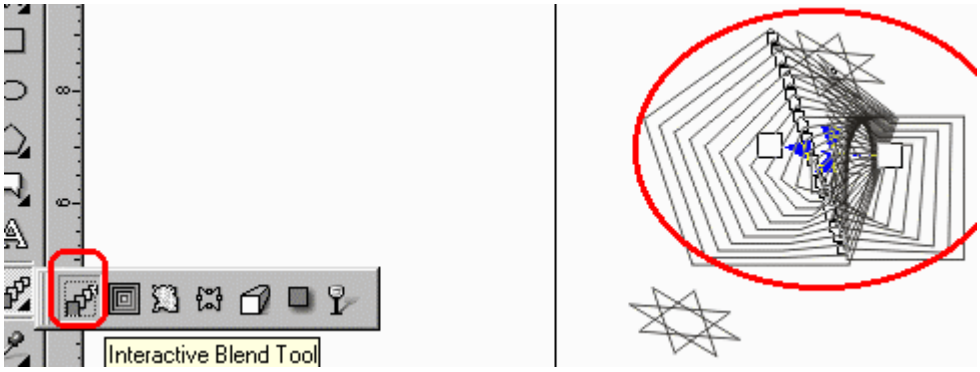
- To do so, you are prompted to right-click a modified clone, and click ***Revert To Master*** as the picture shown.

Step 2

- Enable one of the clones at check boxes, like Clone Fill, to restore the master fill attributes.

# How to Blend Objects

**To Blend Objects**




You can blend along a straight line.
Open the Interactive tools fly-out, and click the ***Interactive Blend tool*** as shown at the image above.
After that you have to select the first object and drag over the second object.

# How to Start or End an Objects in a Blend

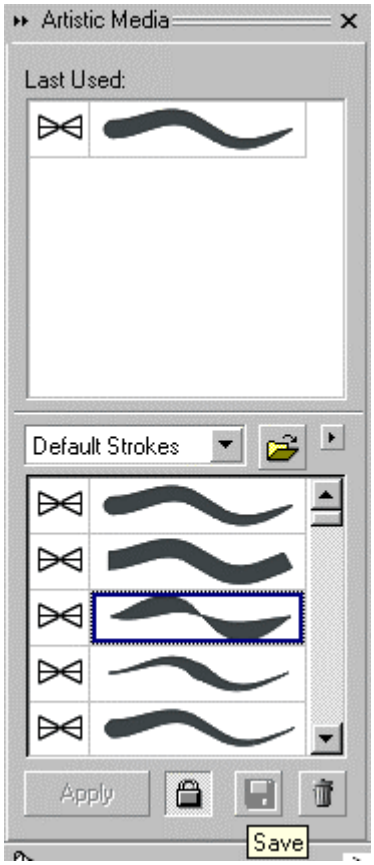
**To Start or End an Objects in a Blend**

You can select the start or end object.
First of all, you have to select a blend. Click on the ***Start and end object*** properties button followed by the ***Show Start***, or ***Show End*** button.

# Working With Special Effects

# How to Create a New Spray List

**To Create a New Spray List**




Step 1

- You will need to select the ***Effects*** menu and click ***Artistic Media***.
- After that choose an object or a set of grouped objects.

Step 2

- Click on the ***Save*** button in the Artistic Media Docker window.

# How to Offset the Lines that you Spray

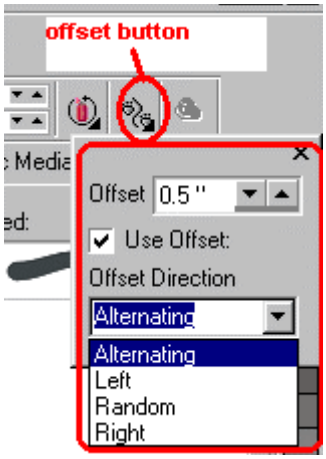
**To Offset the Lines that you Spray**

Step 1

- First of all, you have to select a spray list and click on the ***Offset*** button.

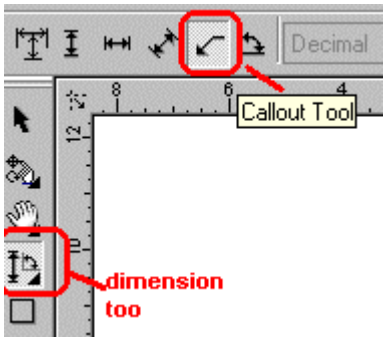
Step 2

- Then, enable the ***Use Offset*** check box to offset the objects from the path of the line sprayed and choose an offset direction from the Offset direction.



# How to Draw a Callout

**To Draw a Callout**




Step 1

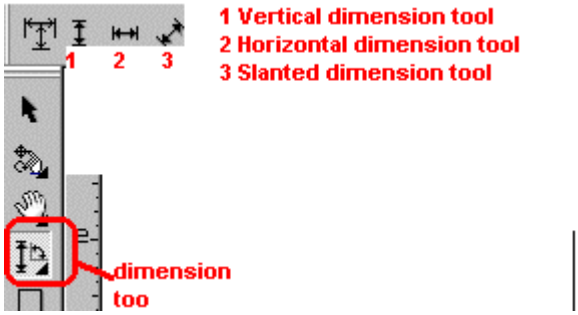
- To draw a callout, you are prompted to select ***Dimension tool*** at the Curve fly-out.

Step 2

- After that click the ***Callout*** tool. Then click on the place where you want the first callout segment to start.
- Click on the second segment to start and select the place to enter the callout text.
- Finally, type in the text that you want.

# How to Draw a Dimension Line

**To Draw a Dimension Line**




- You have to click the ***Dimension tool*** at the Curve fly-out.
- Then, click the ***Vertical, Horizontal, or Slanted Dimension tool*** buttons to draw a dimension line.
- Select the start and end points of the dimension line and click where you want to place the dimension text.

# How to Set the Dimension Units

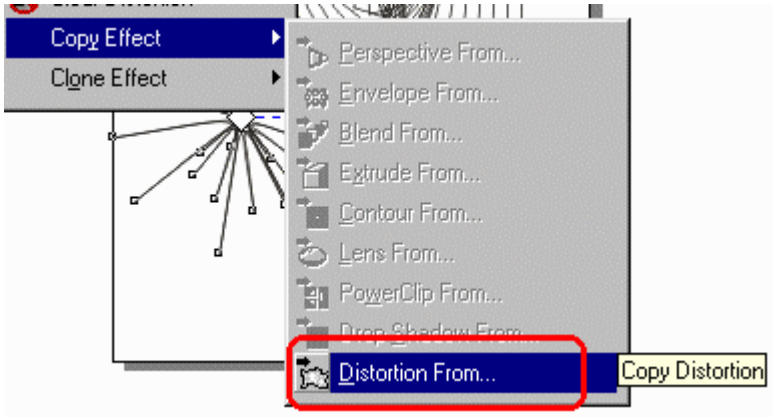
**To Set the Dimension Units**

First of all, you have to select a dimension line and click on the ***Show Units for Dimension*** button.
Then, choose the options from the following list boxes:

- ***Dimension style list box***
- ***Dimension precision list box***
- ***Dimension units list box***

# How to Copy a Distortion

**To Copy a Distortion**




Step 1

- At the beginning, you will need to choose the object, which you want to copy as a distortion.

Step 2

- Click on the ***Effects*** tab from the menu bar and choose ***Copy Effect*** followed by ***Distortion From***.

Step 3

- Finally, you have to click on a distorted object to complete.

# How to Distort an Object

**To Distort an Object**

Step 1

- First of all, you have to click the ***Interactive Distortion*** tool in the Tool fly-out.

Step 2

- After that click Push and pull, or Zipper, or Twister distortion buttons and specify the settings.

Step 3

- Click on the place where you want to place the center of distortion.

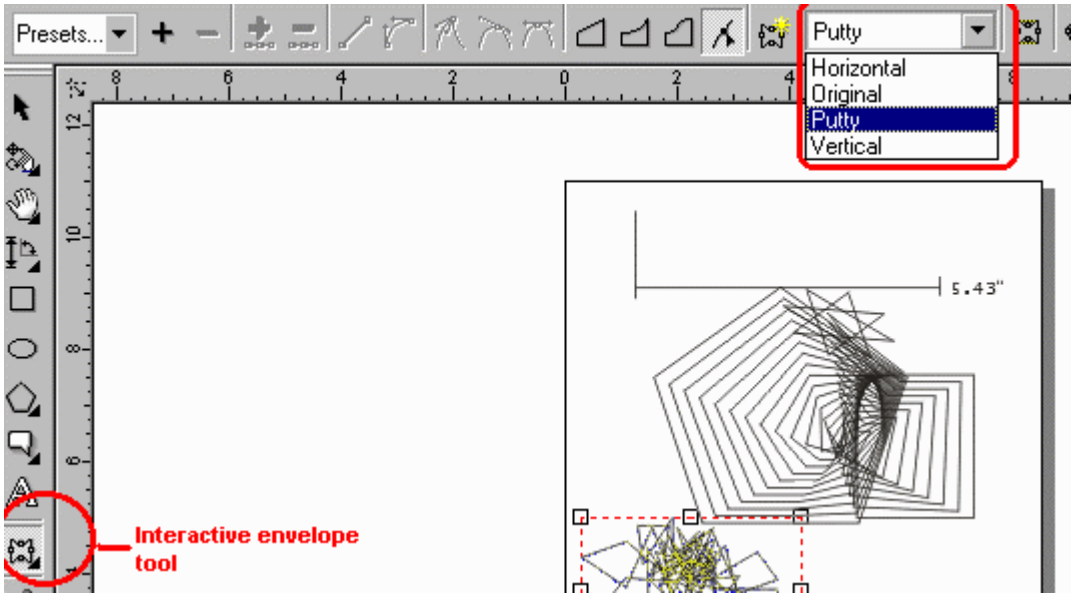
# How to Remove a Distortion

**To Remove a Distortion**

- At the beginning, you have to select a distorted object that you wish to remove.
- Then, click on the ***Effects*** menu and choose ***Clear distortion*** as shown at the picture below.

# How to Change the Mapping Mode

**To Change the Mapping Mode**




Step 1

- You are prompted to click the ***Interactive Envelope*** tool at the Interactive tools fly-out.

Step 2

- Then, click an object with an envelope. Choose once from the Mapping mode list box.

Step 3

- After that drag the nodes or the nodes' control points.

# How to Create a Rollover Object

**To Create a Rollover Object**

Step 1

- To create a Rollover object, you have to select an object to be created.

Step 2

- Then choose the ***Effects*** tab from the menu bar and choose ***Rollover*** followed by ***Create Rollover***.

# How to Edit a Rollover Object

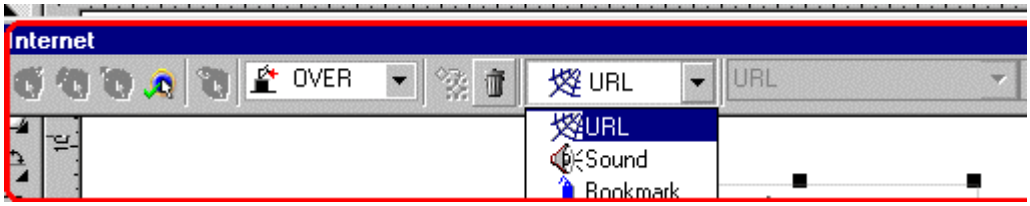
**To Edit a Rollover Object**

Step 1

- First of all, you have to select an object that you wish to edit and then click the ***Effects*** tab from the menu bar and choose ***Rollover***. After that click ***Edit Rollover***.

Step 2

- Then, specify attributes of the object.
- Click on the ***Effects*** menu and choose ***Rollover*** followed by ***Finish Editing Rollover***.
- A drawing in which you are editing a rollover cannot be closed. You must finish editing the button before that.



# How to Apply a Uniform Fill

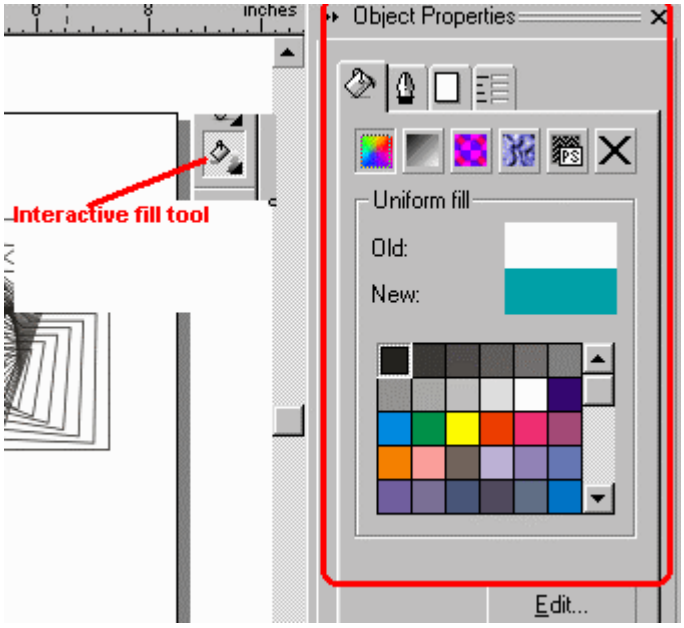
**To Apply a Uniform Fill**

Step 1

- At the beginning, you have to select an object that you can apply a ***Uniform Fill*** effect.
- Then click the ***Interactive Fill*** tool at the Interactive Fills fly-out.

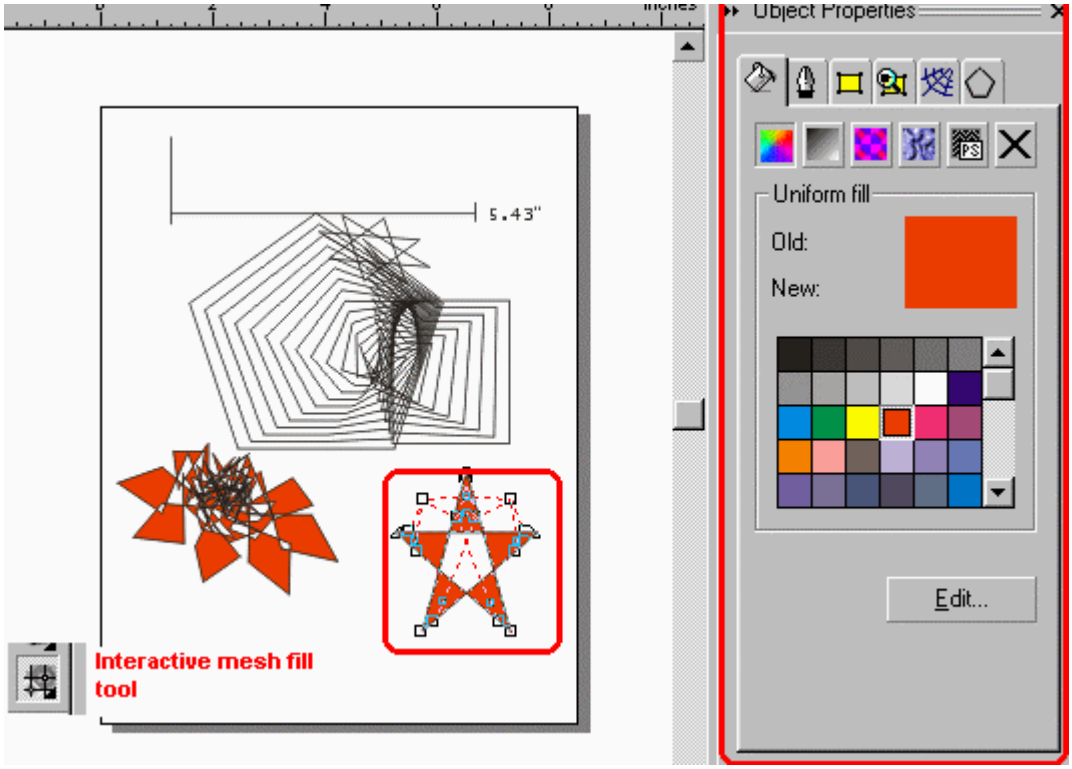
Step 2

- Choose the ***Uniform Fill*** from the Fill Type list box.



# How to Apply a Mesh Fill to an Object

**To Apply a Mesh Fill to an Object**




Step 1

- You will need to choose an object to apply a ***Mesh Fill*** effect.

Step 2

- Click the ***Interactive Mesh Fill*** tool at the Interactive fill fly-out.

Step 3

- Type the number of columns or rows in the top portion or bottom portion of the Grid size box and press the Enter key.

Step 3

- Then you can adjust the grid nodes on the object.

# How to Apply Special Effects to Bitmapped Images

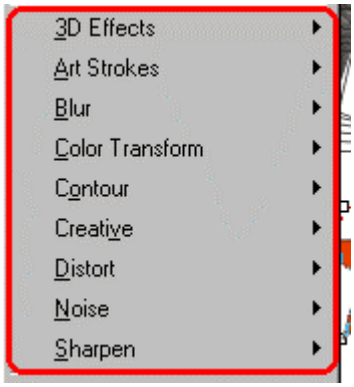
**To Apply Special Effects to Bitmapped Images**

The special effects that can apply to a wide range of bitmapped images:

a. **The three-dimensional special effect can create the illusion of three-dimensional depth.**
b. **The art strokes effect can apply hand-painted techniques.**
c. **The blur effects make an image to simulate gradual change, movement, or speckling.**

# How to Apply a Special Effect

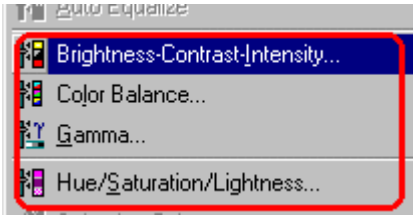
**To Apply a Special Effect**




The picture at above shows the type of available Special Effects in Corel Draw 10, such as **3D Effects, Art Strokes, Blur, Color Transform, Contour, Creative, Distort, Noise** and **Sharpen** effects.
To apply a special effect on a picture or object, choose the object. Then select a Special Effect type from the list above.
You can then adjust any special-effect settings to the selected object.

# How to Apply a Color or Tone Effect

**To Apply a Color or Tone Effect**




Step 1

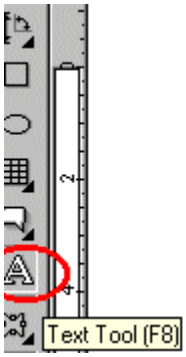
- You will need to select a bitmapped image.

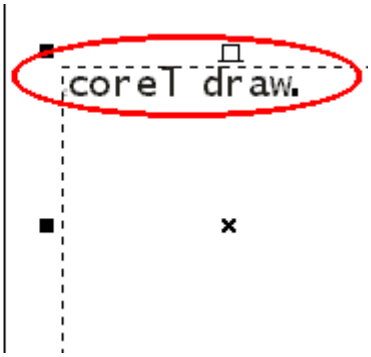
Step 2

- Then click the ***Effects*** menu and choose ***Adjust***.
- After that click a color or tone effect to specify any settings.

# How to Add an Artistic Text

**To Add an Artistic Text**



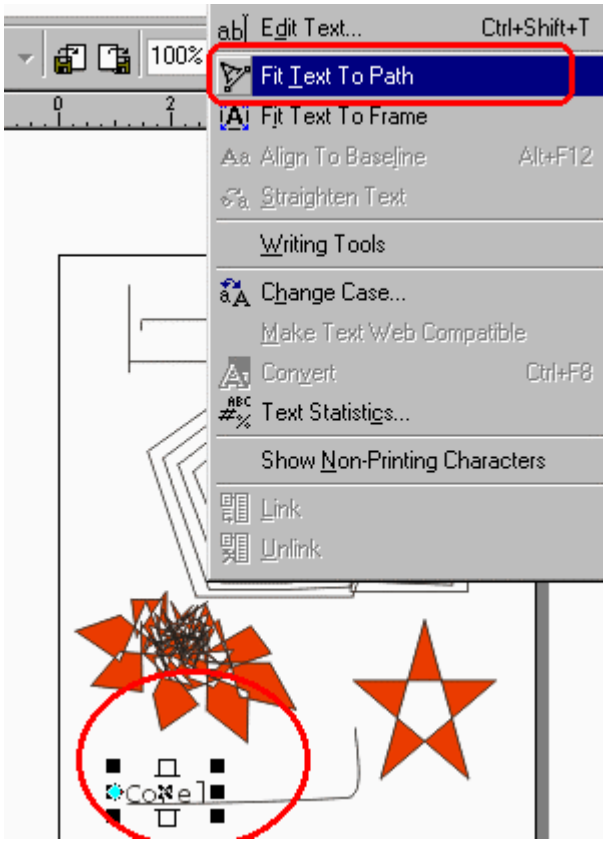




Click any place in the drawing window by using the ***Text*** tool.
You can then begin to type in the text that you want on the drawing. Apply Artistic text effect on the text when you need.

# How to Fit the Text to a Path

**To Fit the Text to a Path**

- You will need to select the path by using the ***Pick tool***.
- Then, click on the ***Text*** tab from the menu bar and choose ***Fit Text To Path***.
- Type along the path. The text will then fit to the path.




Edited By Nora Syikin 083101
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